



Business Friendly Initiative

Procurement Process Enhancement



Solicitation Response Guide

Electronic Document Upload

DAS Introduces Online Solicitation Document Upload

“Since day one, we have been talking about reforming how Connecticut does business—using technology and innovative new processes to save staff time and taxpayer dollars is critical to that effort...”

Governor Dannel P. Malloy

As an initial step toward online bidding, the Connecticut Department of Administrative Services (DAS) is streamlining our Bid and RFP process to allow vendors to submit their Solicitation Documents and Price Schedules online.

Rather than submitting paper solicitation responses, vendors simply respond by retrieving and uploading their documents through their BizNet account. Once completed and uploaded, the Solicitation response is submitted electronically to DAS Procurement for review and consideration for a contract award.

The resulting increased efficiencies in the State’s procurement process will ultimately benefit both the vendor community and state agencies and municipalities.

This instructional document will guide the user through the processes of creating an account with BizNet, uploading solicitation documents and preparing and submitting Price Schedules online.

Contents:



High-Level Process Overview



Creating a BizNet Account



How To Upload Solicitation Documents



Creating and Submitting a Price Schedule Online



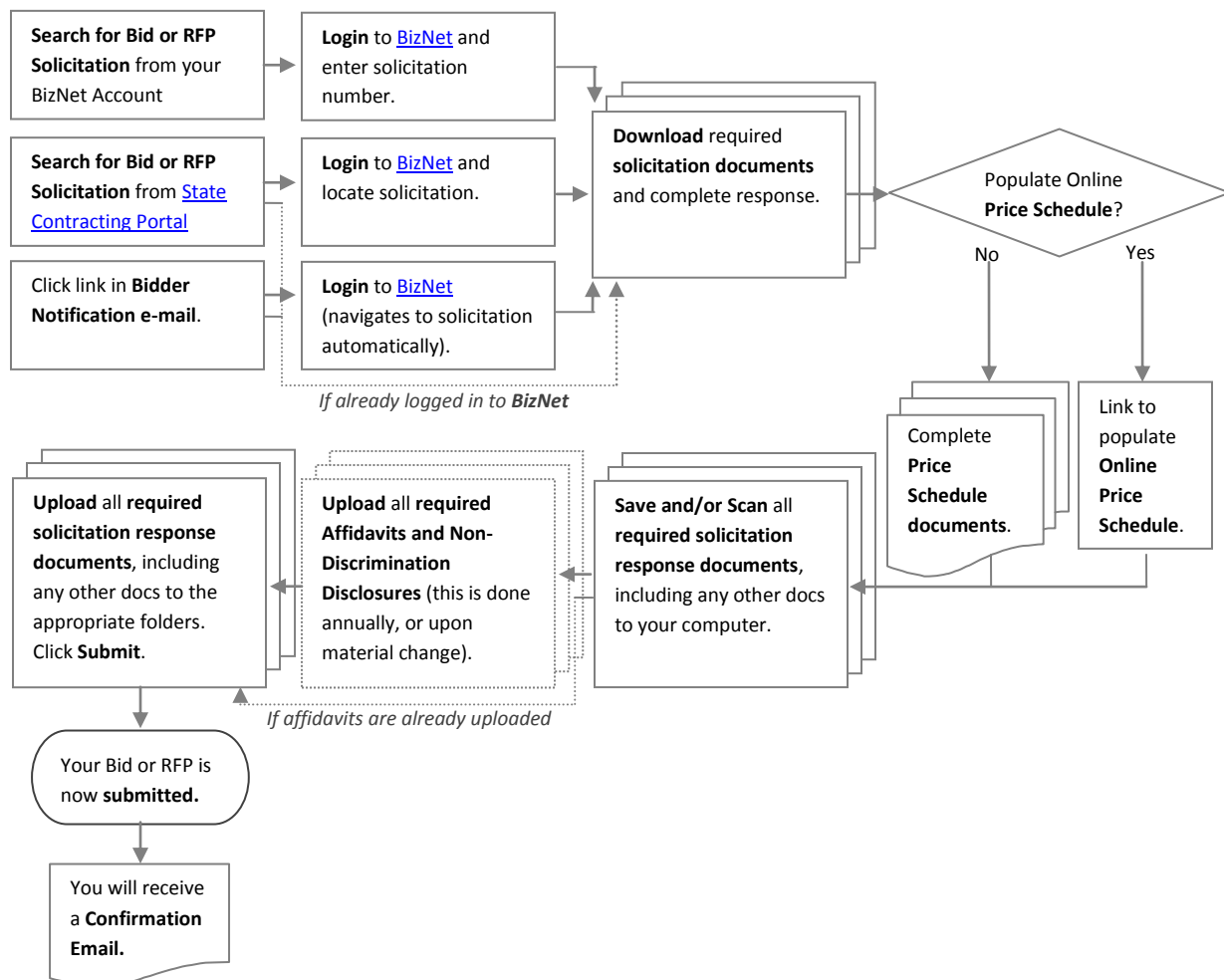
Submitting Your Solicitation Response

High-Level Process Overview

For vendors accustomed to the traditional method of completing and submitting Bid or RFP solicitation responses in hard copy, online document submittal will require a few changes to how you respond to solicitations.

Rather than delivering your response in hard copy to DAS, all documents will be submitted online prior to bid opening.

In addition to the documents associated with individual solicitations, all affidavits and non-discrimination disclosures are now uploaded and maintained by the vendor in their BizNet account. These documents are renewed annually or upon any material change.



Step 1:

From the DAS homepage
<http://das.ct.gov/mp1.aspx?page=9>
 click the second link, [Doing Business with the State of Connecticut](#).

**Step 2:**

In the right margin click



Step 3:

Click the Create New Account button.

Create New Account

Step 4:

Enter your Name, e-mail Address and a Password in the fields provided.



Tip: Make a note of the e-mail Address and Password you use to create the account for future reference.

Step 5:

Follow the directions to retrieve the Activation e-mail.

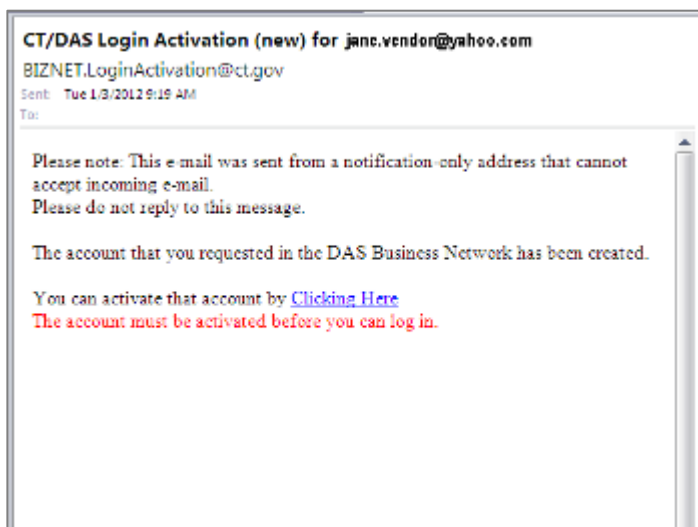


Tip: This auto-generated e-mail contains an active link, and may be intercepted by some spam filters.

**Step 6:**

Click the link in the e-mail to activate your BizNet Account.

Your BizNet Account is now active, and you may return to the BizNet login page.



The following instructions will guide you through the process of **Uploading Solicitation Documents to DAS.**

Your Solicitation Response must be completed and submitted by the solicitation closing date and time. Please ALLOW SUFFICIENT TIME to complete the process and to upload all documents.

Step 1:

Click the Upload Solicitation Documents button:

Upload Solicitation Documents

The screenshot shows the DAS BizNet portal. The header includes the 'BIZ NET' logo and 'Department of ADMINISTRATIVE SERVICES'. The current user is 'peter.hunter@ct.gov'. The navigation menu includes 'Company List', 'Company Info', 'Accounts', 'Address', 'Contacts', 'Home', 'Biznet Menu', 'Commodities', and 'Upload Docs'. The main content area is titled 'Document Upload' and 'Upload Forms and Documents'. It instructs users to 'Choose the appropriate button for the forms or documents you wish to upload.' and provides a 'Show Page Help' link. Below this, there are four buttons: 'Affidavits & Nondiscrimination Forms', 'Upload Solicitation Documents', 'Upload Prequalification Documents', and 'Upload Supplier Diversity Documents'. A red arrow points from the 'Upload Solicitation Documents' button in the left sidebar to the corresponding button in the main content area. The footer contains the text: 'The Department of Administrative Services - Business Network: [Review our Privacy Policy](#). Need to contact us? Send e-mail to [DAS Web Design](#). All State [disclaimers and permissions](#) apply. Hit Counter 3,427'.

Step 2:

Enter the Solicitation Number and click the Find Solicitation button.

Find Solicitation

The screenshot shows the DAS BizNet portal. The header is the same as in Step 1. The current user is 'peter.hunter@ct.gov'. The navigation menu is the same. The main content area is titled 'Solicitation Docs' and 'Upload Solicitation Documents'. It provides a 'Show Page Help' link. Below this, there are two input fields: 'Select Company' (a dropdown menu) and 'Enter Solicitation #' (a text field). A red arrow points from the 'Find Solicitation' button in the left sidebar to the 'Find Solicitation' button in the main content area. Below the input fields, there are two sections: 'Company Documents' and 'Solicitation Documents', each with a 'Submit' button. The footer contains the text: 'The Department of Administrative Services - Business Network: [Review our Privacy Policy](#). Need to contact us? Send e-mail to [DAS Web Design](#). All State [disclaimers and permissions](#) apply. Hit Counter 415'.

Step 3:

The document page for that solicitation will open, indicating the available documents for upload and those already uploaded (if any).

Solicitation Documents

Click the [Get Document](#) link to open the first document. When the document opens:

- A. **Complete** the **Fillable Fields** of the PDF document.
- B. If a signature is required, **Print** the document. Otherwise, **Save** the document to your computer.
- C. **Sign** and **notarize** if necessary.
- D. **Scan** the document to your computer, naming and saving it so that it may be easily located for upload.
- E. **Repeat** this process for each document.



Tip: Scan each document individually and save as a **separate** file, as that is how it will be uploaded.

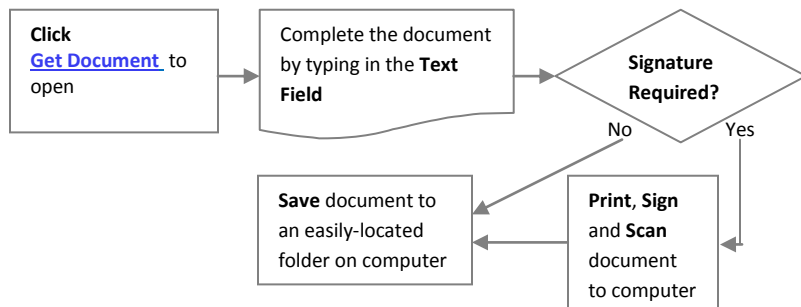
Before uploading, confirm that the document has been correctly scanned and contains the required content.

	By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Long_Form.doc	Ethics Form 6) Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form.doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents		
Upload	Upload Info	Description
Upload		SP-49 Bidder's Guide Get Document
Upload		SP-26 Bid Document Get Document
Upload		Get Document
Upload		Other Document
Fill In Price Schedule		Price Schedule

[Submit](#)

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Step 4:**Solicitation Documents**Click the **Upload** link.

Tip: Remember, for all documents requiring signature: **Print, Sign (notarize if required), Scan** and **Save** before uploading.



Tip: The “**Other Document**” upload function may be used to upload **catalogs** and any other **supporting documentation** for the solicitation.

	By: peter.hunter@ct.gov Name: _____	Ethics Form 6) Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: _____ Sample_Operating_Agreement_Short_Form_.doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents		
Upload	Upload Info	Description
Upload		SP-49 Bidder's Guide Get Document
Upload		SP-26 Bid Document Get Document
Upload		SP-11 Invitation to Bid Get Document
Upload		Other Document
Fill In Price Schedule		Price Schedule

[Submit](#)

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Step 5:

Click

[Browse...](#)

to locate your file.

Department of
ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov
Home Biznet Menu Log In/Out

Upload Solicitation Documents

[Show Page Help](#)

Company Name **PJH Construction**

Bid RFP Number **12psx9999**

Select Your File

[Browse...](#)

Document Description (Optional)

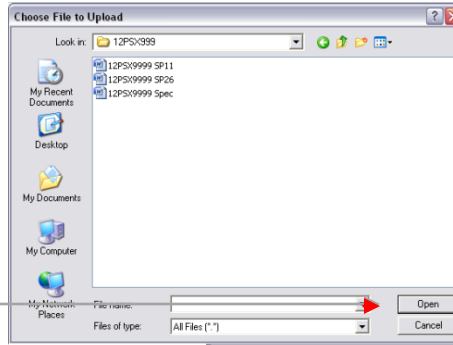
[Upload File](#)

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Hit Counter 22

Step 6:

Locate your file and click

Open



Company Name **PJH Construction**

Bid RFP Number **12psx9999**

Select Your File [Browse...](#)

Document Description (Optional)

[Upload File](#)

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Step 7:

Your **File Path** and **File Name** will appear in the text field beside the browse button.



Tip: You may enter an **Optional Document Description**. This text will appear in the Solicitation Documents Description field.

Click

Upload File

BIZ NET Department of ADMINISTRATIVE SERVICES

Current User: peter.hunter@ct.gov Home Biznet Menu Log In/Out

Upload Solicitation Documents

[Show Page Help](#)

Company Name **PJH Construction**

Bid RFP Number **12psx9999**

Select Your File [Browse...](#)

Document Description (Optional)

[Upload File](#)

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Step 8:

Your file has been uploaded.

A message above the table will indicate that **Your file was uploaded successfully.**

The **Upload Info** column will now indicate the **date and time of upload**, the **user name** and the **file name**.

Repeat this procedure for all documents required for the solicitation.

Continue for a guide to creating an **Online Price Schedule**.

Upload Solicitation Documents

[Show Page Help](#)

▶ **Your file was uploaded successfully.**

PJH Construction

Select Company: PJH Construction

Enter Solicitation #: 12psx9999

[Find Solicitation](#)

Affidavits & Nondiscrimination Forms

Upload	Upload Info	Description
Upload	Date: 12/12/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Long_Form_doc	Affirmation of Receipt of State Ethics Law Summary (OPM Ethics Form 6) Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload		NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
Upload		NonDiscrimination Certification (C - Affidavit by Entity) - For contracts valued at <u>more</u> than \$50,000 (Recommended) Get Document
Upload		NonDiscrimination Certification (D - New Resolution by Entity) Get Document
Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents

Upload	Upload Info	Description
Upload	Date: 2/1/2012 7:54:34 AM By: Peter Hunter Name: SP49_BIDDERS_GUIDE.docx	SP-49 Bidder's Guide Get Document
Upload	Date: 1/24/2012 2:09:03 PM By: Peter Hunter Name: 12PSX9999_SP26.docx	SP-26 Bid Document Get Document

For many Solicitation responses, an online Price Schedule (*ex. below*) will be provided. You will need to fill this out and submit it online.

For other responses, a Price Schedule in a different format may be required and provided.

Step 1:

Click the [Fill In Price Schedule](#) link.

Fill In Price Schedule			Price Schedule
--	--	--	--------------------------------

Step 2:

The Price Schedule will open.

[Show Page Help](#)

PJH Construction
Solicitation #: 12psx9999
Office furniture for the State Office Building.

Desks									
Desk	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		Style
Desk 2	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		
Desk Connector Hardware	<input type="checkbox"/> No Bid	19 Set	\$						
Lock Set	<input type="checkbox"/> No Bid	39 Set	\$						
Hutch	<input type="checkbox"/> No Bid	19 Each	\$		Height		Width		Number of Shelves

Chairs									
Chair	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		
Chair 2	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		
Chair 3	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		
Chair 4	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		
Chair 40	<input type="checkbox"/> No Bid	1 Each	\$ 0.00	Total \$ 0.00	Color		Finish		
Group Total \$ 0.00									

Bookcase									
4 shelf Bookcase	<input type="checkbox"/> No Bid	250 Each	\$		height		width		weight
5 shelf Bookcase	<input type="checkbox"/> No Bid	100 Each	\$		height		width		weight
6 shelf Bookcase	<input type="checkbox"/> No Bid	75 Each	\$		height		width		weight

Step 3:

Fill-in the required fields of the price schedule.

Office furniture for the State Office Building.

Desks					
Desk	<input type="checkbox"/> No Bid	1 Each	\$ 275.00	Total \$ 275.00	Color black Finish steel Style office
Desk 2	<input type="checkbox"/> No Bid	1 Each	\$ 350.00	Total \$ 350.00	Color white Finish steel
Desk Connector Hardware	<input type="checkbox"/> No Bid	19 Set	\$ 25.00	Total \$ 475.00	
Lock Set	<input type="checkbox"/> No Bid	39 Set	\$ 30.00	Total \$ 1,170.00	
Hutch	<input type="checkbox"/> No Bid	19 Each	\$ 199.00	Total \$ 3,781.00	Height 84" Width 42" Number of Shelves 5
Group Total \$ 6,051.00					

Chairs					
Chair	<input checked="" type="checkbox"/> No Bid	1 Each	\$	Total \$ 0.00	Color Finish
Chair 2	<input checked="" type="checkbox"/> No Bid	1 Each	\$	Total \$ 0.00	Color Finish
Chair 3	<input type="checkbox"/> No Bid	1 Each	\$ 92.00	Total \$ 92.00	Color black Finish cloth
Chair 4	<input type="checkbox"/> No Bid	1 Each	\$ 70.00	Total \$ 70.00	Color green Finish cloth
Chair 40	<input type="checkbox"/> No Bid	1 Each	\$ 50.00	Total \$ 50.00	Color black Finish steel
Group Total \$ 212.00					

Bookcase					
4 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	250 Each	\$	Total \$ 0.00	height width weight
5 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	100 Each	\$	Total \$ 0.00	height width weight
6 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	75 Each	\$	Total \$ 0.00	height width weight
Group Total \$ 0.00					

Grand Total \$ 6,263.00

Submit Return to Solicitation



Tip: Make sure to check the **No Bid** box for those items you don't wish to provide. Leaving the item price blank or set to a \$0.00 value may be interpreted as offering the item at **no cost**.

<input checked="" type="checkbox"/> No Bid
<input checked="" type="checkbox"/> No Bid

Step 4:

When you are finished filling-in the Price Schedule, both Group Totals and Grand Total will be calculated and displayed.

Click Submit to submit the Price Schedule

Submit

Then click Return to Solicitation

Return to Solicitation

Chair 40	<input type="checkbox"/> No Bid	1 Each
Group Total \$ 212.00		

Bookcase		
4 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	250 Each
5 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	100 Each
6 shelf Bookcase	<input checked="" type="checkbox"/> No Bid	75 Each
Group Total \$ 0.00		

Grand Total \$ 6,263.00

Submit Return to Solicitation

Step 5:

The Price Schedule is now saved. The Status is listed as **"Completed"** in the Upload Info field.



Tip: If there is missing information on the Price Schedule, the message displayed in the Upload Info field will be, **"Status: Partially Completed."**

Upload	Sample_Operating_Agreement_Long_Form_doc Get Document
Upload	Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form_doc Get Document
Upload	Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload	Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
Upload	NonDiscrimination Certification (B - Representation by Entity) - For contracts valued at <u>less</u> than \$50,000 Get Document
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Upload	Date: 1/24/2012 2:09:03 PM By: Peter Hunter Name: 12PSX9999_SP26.docx Get Document	SP-26 Bid Document
Upload	Date: 1/25/2012 2:42:04 PM By: Peter Hunter Name: 12PSX9999_SP11.docx Get Document	SP-11 Invitation to Bid
Upload		Other Document
Fill In Price Schedule	Date: 02/01/2012 By: peter.hunter@ct.gov Status: Completed	Price Schedule

[Submit](#)

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Hit Counter 538

Continue for information on **Submitting your Solicitation response.**

With all documents completed and uploaded and the Price Schedule completed, the last step is to **submit your Solicitation response.**

Click

Submit

Your Solicitation Response is now submitted.

You will receive a **Confirmation Email.**



Tip: If you try to submit before uploading all of your documents, you will receive a message to **"Please Upload All Solicitation Documents."**



Tip: You may update your solicitation response until the day and time of the solicitation closing, after which all fields will be locked.

Upload	Upload Info	Description
Upload	Sample_Operating_Agreement_Long_Form.doc Date: 12/14/2011 By: peter.hunter@ct.gov Name: Sample_Operating_Agreement_Short_Form.doc	Get Document Gift and Campaign Contribution Certification (OPM Ethics Form 1) Get Document
Upload		Consulting Agreement Affidavit (OPM Ethics Form 5) Get Document
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Upload		NonDiscrimination Certification (E - Prior Resolution by Entity) Get Document

Solicitation Documents		
Upload	Upload Info	Description
Upload	Date: 2/1/2012 7:54:34 AM By: Peter Hunter Name: SP49_BIDDERS_GUIDE.docx	SP-49 Bidder's Guide Get Document
Upload	Date: 1/24/2012 2:09:03 PM By: Peter Hunter Name: 12PSX9999_SP26.docx	SP-26 Bid Document Get Document
Upload	Date: 1/25/2012 2:42:04 PM By: Peter Hunter Name: 12PSX9999_SP11.docx	SP-11 Invitation to Bid Get Document
Upload		Other Document
Fill In Price Schedule	Date: 02/01/2012 By: peter.hunter@ct.gov Status: Completed	Price Schedule

[Submit](#)

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